MAY 4 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT   : Request for Increase in ████ Unit/RI T/O   25X1A2d1

        1. The subject request proposes an increase of three slots
25X1A2d1 in the T/O of the ████████ function in RI. (See Tab A)

        2. The Assistant Director for Personnel approves the classifi-
cation of the three proposed positions. (See Tab B)

        3. The Chief, Budget Division, states that his office has been
advised that the ceiling of the FI Staff has been increased by
three to provide for the positions in question, and that if the need
arises, sufficient funds will be made available to the FI Staff through
adjustments in programs within the DD/P Area. (See Tab C)

25X1A2d1   4. Four employees have been detailed from the Plans Staff to
the ████ Unit to assist in handling the increasing workload. How-
ever, two employees slotted in ████ are working in other components
25X1A8a of RI. One employee slotted in ████ is working in that unit. This
Staff has been assured that if the three additional slots are
approved as a first step, further steps will be taken to transfer
four slots from other components of RI, and to correctly slot all
employees associated with the program.

        5. Therefore, it is recommended that the request, as submitted,
for three slots be approved with the provision that the transfer of
slots from other components of RI to ████ and the correct slotting   25X1A8a
of employees detailed to ████ will be accomplished at an early date.

25X1A9a

25X1A8a

Chief, Management Staff

SECRET

Attachments:
  Tab A - Memo to DD/A fm AP Flynn
  Tab B - Memo dtd 3 May '54 from AD/P
  Tab C - Memo fm Budget dtd 14 Apr 1954

APPROVED:

        Date: _10 May 54_

FOIAb3b

            L. K. WHITE
        Acting Deputy Director
          (Administration)

with the understanding that no Ceiling increase for DD/P is involved.

DISTRIBUTION:

      Orig & 1 - Office of Personnel
          2 - ADD/A
          2 - DD/P Admin.
          1 - MS Comeback

- 2 -

SECRET

SECRET

MIS #136
Cy #1

24 March 1954

MEMORANDUM FOR: Deputy Director (Administration)

VIA: Chief of Administration, DD/P

SUBJECT: Request for Increase in ▮▮▮▮ Unit/RI T/O   25X1A2d1

25X1A2d   1. To provide for the increasing activity of the ▮▮▮▮   25X1A2d1
▮▮▮▮ function in FI, it is requested that three positions be
added to the existing T/O of the ▮▮▮▮ Unit/RI.   25X1A2d1

25X1A2d1   2. The ▮▮▮▮ Unit is located in the Analysis Section of
the Analysis and Operations Branch of RI. The positions requested
would be established as follows:

       Intelligence Analyst   GS-7
       Intelligence Clerk   GS-5
       Intelligence Clerk   GS-5

25X1A9a

▮▮▮▮▮▮▮▮

Chief, Administration
Foreign Intelligence

CONCUR

25X1A9a ▮▮▮▮▮▮▮▮

Acting Chief/DDP/ADMIN

APPROVED

L. K. WHITE
A/DD/A

MAR 31 1954

MIS— 196
Pwcmwds return

MAY 3 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Request for Change in T/O
Records Integration Division,
Foreign Intelligence Staff, DD/P

REFERENCE : Memo from Chief, Administration,
FI Staff to DD/A, dated 24 March
1954, Subject: Request for Increase
25X1A2d1 in ███ Unit/RI T/O

This Office has reviewed the request and approves

the classification of the three proposed positions as

follows:

Intelligence Analyst, GS-0132.35-07

Intelligence Analyst, GS-0132.35-05

Intelligence Analyst, GS-0132.35-05

FOIAb3b

Harrison G. Reynolds
Assistant Director for Personnel

Enclosure:
As Stated

SECRET

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO   : Chief of the Management Staff   DATE: **14 APR 1954**
          Office of the Deputy Director (Administration)

FROM   : Chief, Budget Division

SUBJECT: Request for Increase in ███████ Unit/RI T/O 25X1A2d1

     1. Reference is made to the memorandum to the
Deputy Director (Administration) from the Chief,
Administration/FI, dated 24 March 1954, same subject.

     2. This office has been advised by the staff
of the Chief of Administration, DD/P, that the
ceiling of the FI Staff has been increased by three
to provide for the positions in question, and further,
that sufficient additional funds will be made avail-
able to FI Staff, should the need arise, by means of
an adjustment in programs within the DD/P area.

25X1A9a